

SECRET
NOFORN

SB-10

PAY RAISE

The Federal pay bill has now become law, and our employees are to receive a well-deserved pay raise, retroactive to January 12, 1958. Every effort is being made to resolve the problems inherent in processing the new pay scales, and specific information will be published as soon as possible. It is hoped that the increases will be reflected in salary checks by mid-July; the retroactive portion will be paid separately, and the target date here is also the middle of next month.

The old and new rates are shown below for purposes of comparison.

Grade	Per Annum Rates							
	Old	2,690	2,775	2,860	2,945	3,030	3,115	3,200
GS- 1:	New	2,960	3,055	3,150	3,245	3,340	3,435	3,530
GS- 2:	Old	2,960	3,045	3,130	3,215	3,300	3,385	3,470
	New	3,255	3,350	3,445	3,540	3,635	3,730	3,825
GS- 3:	Old	3,175	3,260	3,345	3,430	3,515	3,600	3,685
	New	3,495	3,590	3,685	3,780	3,875	3,970	4,065
GS- 4:	Old	3,415	3,500	3,585	3,670	3,755	3,840	3,925
	New	3,755	3,850	3,945	4,040	4,135	4,230	4,325
GS- 5:	Old	3,670	3,805	3,940	4,075	4,210	4,345	4,480
	New	4,040	4,190	4,340	4,490	4,640	4,790	4,940
GS- 6:	Old	4,080	4,215	4,350	4,485	4,620	4,755	4,890
	New	4,490	4,640	4,790	4,940	5,090	5,240	5,390
GS- 7:	Old	4,525	4,660	4,795	4,930	5,065	5,200	5,335
	New	4,980	5,130	5,280	5,430	5,580	5,730	5,880
GS- 8:	Old	4,970	5,105	5,240	5,375	5,510	5,645	5,780
	New	5,470	5,620	5,770	5,920	6,070	6,220	6,370
GS- 9:	Old	5,440	5,575	5,710	5,845	5,980	6,115	6,250
	New	5,985	6,135	6,285	6,435	6,585	6,735	6,885
GS- 10:	Old	5,015	6,050	6,185	6,320	6,455	6,590	6,725
	New	6,505	6,655	6,805	6,955	7,105	7,255	7,405
GS- 11:	Old	6,380	6,605	6,820	7,035	7,250	7,465	...
	New	7,030	7,270	7,510	7,750	7,990	8,230	...
GS- 12:	Old	7,570	7,785	8,000	8,215	8,430	8,645	...
	New	8,330	8,570	8,810	9,050	9,290	9,530	...
GS- 13:	Old	8,890	9,205	9,420	9,635	9,850	10,065	...
	New	9,800	10,130	10,370	10,610	10,850	11,090	...
GS- 14:	Old	10,320	10,535	10,750	10,965	11,180	11,395	...
	New	11,355	11,595	11,835	12,075	12,315	12,555	...
GS- 15:	Old	11,610	11,880	12,150	12,420	12,690
	New	12,770	13,070	13,370	13,670	13,970
GS- 16:	Old	12,900	13,115	13,330	13,545	13,760
	New	14,180	14,430	14,670	14,910	15,150
GS- 17:	Old	13,975	14,190	14,405	14,620	14,835
	New	15,375	15,615	15,855	16,095	16,335
GS- 18:	Old	16,000
	New	17,500

The eligibility of contract personnel for the pay increases provided in the new law is outlined in [redacted] Contract Personnel, Applicability of Possible Legislative Pay Increases to Contract Personnel.

CHANGES IN GEHA EMERGENCY TRAVEL PLAN

Since 1 April 1957, Government Employees Health Association, Inc. (GEHA) has offered an "Emergency Travel Plan," under which round-trip transportation costs are paid for employees when travel is necessitated by the death or very serious illness of relatives or other named persons.

GEHA has announced that, effective 1 July 1958, there will be a 43 percent increase in rates and a decrease in coverage under this plan. The following new rates, in dollars, will apply:

Age of Named Persons	1st Named Person		Each Additional Named Person	
	Old	New	Old	New
0 through 49	28.00	40.00	12.00	17.00
50 through 64	35.50	50.00	19.50	28.00
65 through 69	43.00	60.00	27.00	39.00

Family Plan	
Old Rate	New Rate
50.00	72.00

The coverage under the plan is decreased by a 25 percent coinsurance clause. Amendment No. 2, dated 1 April 1957, to the GEHA booklet, "Your Health and Life Insurance Program," should be changed by revising the second sentence of paragraph one, titled "Explanation of Coverage," to read as follows:

"The Company will pay 75 percent of the actual transportation cost of the purchaser or designated person"

The above changes will not affect contracts now in effect, or those being renewed, or new applications received before 1 July 1958. We regret that we cannot extend the time allowed for applications under the earlier rates and coverage, but the underwriter will allow no exceptions.

Despite the higher rates and decreased coverage, certification will still be required from the employee that the person or persons named in the contract have never had cancer and have not had a heart attack or other serious illness in the four months preceding the date of application.

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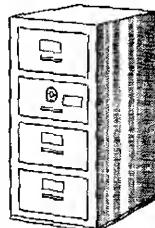
MANAGEMENT TOOLS

RECORDS MANAGEMENT AND OUR SPACE PROBLEM

Support Bulletin 8 for January-February 1958 offered several suggestions for relieving today's space problems through better use of filing equipment and supplies. Here are some additional tips.

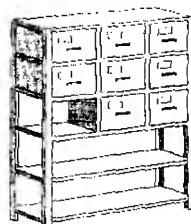
Do you periodically transfer noncurrent records — in the field, to inactive storage in vaults or secured areas — and in headquarters, to the Records Center? It will pay you to do so, for *bulk storage* of essential but seldom used records reduces equipment, space, and clerical costs. These benefits are measurable, tangible dollar savings to the Organization. For instance, in headquarters, Records Center storage has saved over 1 3/4 million dollars in space and equipment costs and an estimated 1 1/3 million dollars in salaries.

EQUIPMENT AND SPACE COSTS TO STORE 4 DRAWERS (8 CU. FT.) OF RECORDS FOR FIVE YEARS



SAFE CABINET
578 dollars

RECORDS CENTER
10 dollars and
40 cents

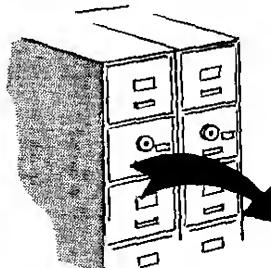


Your records at the center will be available to you at any time. The return of a record to you within 24 hours after requesting it is routine. In an emergency you can get a file within two hours.

Before filing record material, do you pull off and destroy nonessential papers such as routing slips, transmittal memos, courtesy copies, and copies of superseded drafts?

Do you periodically cut off your files, say, at the end of a calendar or fiscal year? You should; otherwise they'll keep growing year after year, making reference to your *current* files much more difficult and increasing the volume of noncurrent material that should be transferred to bulk storage or destroyed.

Do you periodically review your files for "dead wood" such as . . .



- Obsolete or superseded reference material and working papers . . .
- Old chrono files . . .
- Files on discontinued functions . . .
- Totally inactive records authorized for destruction?



Look up your Records Control Schedule. It's your "housecleaning" authorization. If you lack an approved schedule, see your Records Officer or Chief of Registry.

In looking for ways to gain more space don't overlook those file drawers used for miscellaneous material. Those catchalls can be great space wasters.

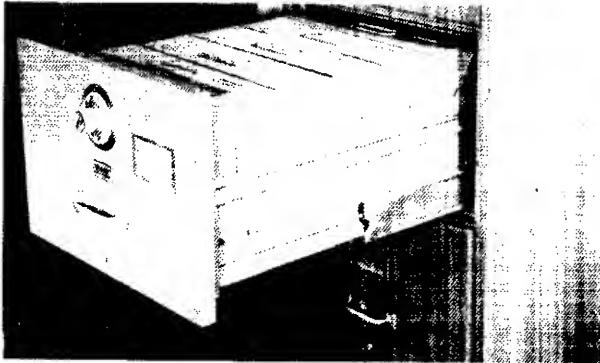
For instance, some people may still store their work papers overnight in regular desk trays. If so, they're using about five times as much room as they should.

The photographs below show how much space can be gained when Organization overnight storage boxes are used instead of regular trays.

NOT THIS . . .



BUT THIS . . .



These storage boxes also prevent contents from spilling and papers from getting lost behind file drawers.

Books, periodicals, blank forms, office supplies, and other miscellany also rob you of valuable file space. Here are some tips to help prevent this:

Centralize reference books and publications within components. If they are unclassified, store them on book shelves.

Return books, periodicals, and other documents when they have served their purposes.

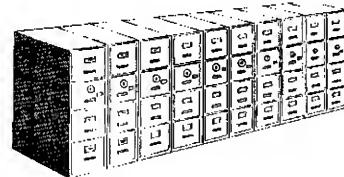
Depend more on Organization reference services instead of building up personal libraries that may never be used.

Consolidate office supplies.

Store personal belongings and nonofficial materials in desks or supply cabinets.

KEEP IN MIND THAT FOR EVERY TEN SAFE CABINETS IN USE YOU LOSE THE AVERAGE SPACE FOR ONE EMPLOYEE.

THIS . . .



COULD MEAN
THIS . . .



SUPERVISORS' SELF-HELP PROGRAM

A leading management association recently stressed a point that is of interest to every supervisor in this Organization.

Their position was that top management and first-line supervisors must recognize, for their own benefit, that an organization's suggestion awards program is a management tool and is never to be considered an employee fringe benefit. A good suggestion program is good business and indicates good management. It cuts costs and improves production. No organization gives an award — the suggester earns it for good, useable ideas.

The mutual benefits realized from suggestions favor the organization rather than the employees. Supervisors particularly benefit by improvement suggestions and they help themselves when they promote the program among their employees.

SUGGESTION AWARDS PROGRAM

Another thirteen Organization employees are sharing 1,165 dollars in Suggestion Awards because they figured out ways to improve our operations and facilities. Four of these suggestions are outstanding achievements.

Another first-quality suggestion was a device for modifying microfilm cameras to permit the automatic cutting of Xerox prints. This fine piece of thinking and excellent presentation of the solution to the problem, including a drawing, helped evaluators and sped construction of a test model. A tangible saving of 2,500 dollars is estimated for the first year this device is used, plus other intangible benefits. The suggester was awarded 100 dollars and his suggestion was referred to the Government Printing Office and other interested Government agencies for possible adoption, which should earn an additional award.

A second successful suggestion, which had been carefully thought through, included two proposals involving the reorganization of an office into geographical areas and the revamping of corresponding processing procedures. The plan was adopted and the benefits included: increased development of proficiency in area knowledge and language; improved career development and rotation for specialists; and efficiency of operations. Both workers and customers have shared in the intangible benefits derived and, as a result, this suggester was awarded 100 dollars.

In the Medical Staff, a proposal for a new indexing procedure for X-ray films was tied in with an addressograph plate operation being installed by that staff. This timely proposal was incorporated with the staff's original plan. The 1,775 dollars saved in man-hours and 385 dollars saved in supplies earned the suggester an 80-dollar award.

A man in a field station faced a bad situation one day. His Manual of Instructions explained how two men should handle some delicate equipment to hermetically seal it in a container. Since he was alone, he improvised and got the job done by himself. He thought

further on the problem and devised a new gadget with universally available materials and proposed to headquarters that the Manual be revised and that the new one-man method be adopted. His method delivered more satisfactory package than the first and also saved the time of one man. For a tangible saving of 400 dollars and moderate intangible benefits, the suggester was awarded 75 dollars.

Smaller awards were given for other suggestions that were of sufficient benefit to the Organization to deserve recognition.

One suggester proposed that analysts preparing new index cards on routine material include a small flag to indicate that the new material adds nothing to existing information — thereby saving a researcher's efforts in requesting and reading nonproductive items.

Another suggester proposed microfilming a main index file. The problem was presented so clearly and concisely that the evaluators were made aware of a little-suspected situation. Although the suggester's proposal was not adopted as recommended, it triggered so extensive a reform in procedures that the Committee voted him an award.

Another suggester simply proposed that the originator of certain cables should number them and make indexing recommendations because of his intimate familiarity with the cable content. While this does not apply throughout the Organization, it was a beneficial suggestion in a limited area, and won the suggester an award.

A device to support one leg of a microfilm camera tripod to allow filming of Kardex trays brought one suggester an award; while an improved catch on a camera copy board, which permitted the clamp to slide shut, brought another.

Letters of Appreciation went to each of three suggesters for: (1) a preprinted list of unusual words commonly used in the Graphics Office, which speeded up graphics art work; (2) clipping for retention files unmarked periodicals rather than those contain-